

**EFFECTIVE**

Varies

**SUBJECTS****Effective April 1,  
2010**

1. FIP and SDA.
  - Short Term Family Support (STFS).
  - Identity verification.
  - Out of state identification.
  - Afghan and Iraqi special immigrants are refugees.
  - Child support cooperation.
2. MA.
  - Application processing.
  - Verification and collateral contacts.
  - Introduction.
  - Newborns.
  - Identity.
  - Citizenship/alien status.
  - Post eligibility patient pay amounts.

**Effective May 1,  
2010**

3. FAP.
  - Disabled/disabled veteran verification.
  - Simplified reporting benefit decreases.
  - Food benefit replacement.
  - Concurrent receipt of benefits.
  - Telephone standard.
4. CDC.
  - Program requirements.
  - Providers.
  - Payments.
5. SSI.

**1) FIP AND SDA****STFS****BEM 218**

The four questions on the STFS-Score screen that pertain to the DHS-1078, Short Term Family Support Plan must be yes for STFS to be approved. If any are no, the case is processed for ongoing FIP.

*Reason:* Policy clarification.

**Identity  
Verification****BEM 221**

FIP and SDA no longer require verification of identity for anyone but grantee unless questionable.

*Reason:* Policy simplification.

**Out of State  
Identification****BEM 222**

The DHS-3782, Out-of-State Inquiry must be sent when client presents out-of-state identification.

*Reason:* Support integrity of policy.

**Afghan and Iraqi  
Special Immigrants  
are Refugees****BEM 225**

Afghan and Iraqi special immigrants are now treated as refugees.

FIP and SDA no longer require verification of U.S. citizenship unless questionable.

*Reason:* Policy simplification and federal regulations.

**Child Support  
Cooperation****BEM 255**

Recipients of FIP are no longer required to cooperate with the Office of Child Support for children who are placed out of the home by children's services.

*Reason:* Sanction would only be applied to caretakers of children in the same home.

**2) MA****EFFECTIVE**

**April 1, 2010**

**Application  
Processing****BAM 115**

The Standard of Promptness (SOP) for processing applications for pregnant women has been increased to 15 days.

*Reason:* DHS central office management request.

*Old Policy:* The SOP was 10 days.

**Verification and  
Collateral Contacts****BAM 130**

Medicaid and AMP must be certified for anyone claiming U.S. citizenship who meets all other eligibility factors. Once coverage is active citizenship is to be documented.

*Reason:* Reminder only, this policy was released earlier.

*Old Policy:* Citizenship had to be verified prior to certifying benefits.

**Introduction****BEM 100**

Information regarding a new policy exception, special director exception, has been added. References to DCH-1785 have been

removed as this form does not exist. An MSA-1785 is a waiver exception form.

*Reason:* A new exception and process has been created by the DCH Medicaid director.

*Old Policy:* This type of exception did not exist.

## Newborns

### BEM 145

Proof of U. S. citizenship is not required for a child who meets new-born criteria. A child born to a woman receiving Medicaid is considered a U.S. citizen without further documentation.

*Reason:* New legislation.

*Old Policy:* Proof of U.S. citizenship was required at the time of the child's first birthday.

## Identity

### BEM 221

Once MA or AMP has been certified the identity of U.S. citizens must be verified for individuals age 16 and above.

*Reason:* New legislation.

*Old Policy:* Identity of U.S. citizens had to be verified prior to certifying benefits.

## Citizenship/Alien Status

### BEM 225

Applicants claiming to be U.S. citizens who meet all other eligibility factors must be certified to receive MA and AMP benefits. Information regarding procedures and time frames was released in March, refer to BAM 130.

*Reason:* New legislation.

*Old Policy:* Verification of U. S. citizenship was required prior to certifying benefits.

**Post Eligibility  
Patient-Pay  
Amounts****BEM 546**

Information regarding calculating a patient-pay amount has been revised.

*Reason:* Local office request.

*Old Policy:* No change to policy, clarification only.

**3) FAP****EFFECTIVE**

May 1, 2010

**Disabled/Disabled  
Veteran  
Verification****BEM 550****FAP**

Specialists no longer need to send a physician's statement to central office to obtain a disability determination when the disability is not listed in policy.

*Reason:* Specialists are to use the verification sources for disability listed in the item.

**Simplified  
Reporting Benefit  
Decreases****BAM 200****FAP**

You must act on a change within 10 days when a simplified reporting case's actual gross income exceeds the 130 percent income limit for their group size.

*Reason:* Clarification.

**Food Benefit  
Replacement****BAM 502****FAP**

If a client reports a food loss due to misfortune or disaster, it must be reported within 10 days. If day 10 falls on a weekend or holiday, the client has until the next business day to report the loss.

*Reason:* Clarification.

**Concurrent  
Receipt of Benefits****BEM 222****FAP**

Nutrition Assistance Program (NAP) benefits from Puerto Rico, American Samoa and the Northern Mariana Islands are not counted when determining eligibility and benefits.

*Reason:* Food and Nutrition Services clarification.

**Telephone  
Standard****BEM 554****FAP**

Clients responsible for paying a Voice over Internet Protocol qualify for the telephone standard.

Additionally, a cellular phone expense is allowable whether the household pays a monthly fee or buys a pre-paid card with a certain dollar value or number of minutes. However, a pre-paid phone card which is not used with a specific device is not allowed. For example, a long distance phone card which is used with a pay phone is not an allowable expense.

*Reason:* Food and Nutrition Services clarification.

**CDC CHANGES****BAM 110, 115, 300, 705, 715, BEM 230A, 500-503, 704-706, BPG and RFT 270**

Day care aides are now referred to as aides. Policy pages have been changed.

*Reason:* Recognition that child care is provided at all times of the day and night. Consistency with other terminology in CDC policy.

**Introduction****BEM 100****Exceptions To  
Official Policy**

The Office of Early Education and Care was added for the CDC program.

*Reason:* CDC program is no longer under the Office of Adult and Family Services, Income Support Services.

**CDC PROGRAM  
REQUIREMENTS****BEM 703****Approved Activity**

Non-cash participants are not to be penalized for quitting summer employment to continue with an approved educational program.

*Reason:* Clarification.

**CDC PROVIDERS****BEM 704****Aide/Relative Care  
Provider  
Enrollment**

Local offices must now enroll all aide and relative care providers in Provider Management. When a DHS-220-A, Child Development and Care Aide Provider Application or a DHS-220-R, Child

Development and Care Relative Care Provider Application is received, the local office must:

- Complete all background clearances.
  - Central Registry.
  - Internet Criminal Access Tool (ICHAT).
  - Offender Tracking Information Service (OTIS).
  - Public Sex Offender Registry (PSOR).
  - National Sex Offender Public Registry (NSOPR).
  - Federal Inmate Locator (FIL).
- Enroll the provider.
  - If the provider is not already enrolled and meets all eligibility criteria, enroll the provider and enter a service begin date.
  - If a match is found on one of the criminal background clearances and the provider is not enrolled, enroll the provider. Enter a service begin and end date and the closure reason.
  - If a match is found and the provider is enrolled and already has a service end date in Provider Management, enter the closure reason.
- Do not fax provider information such as the DHS-220s, criminal background clearances or any other identifying information to central office.
- Local offices should file all provider information in the provider file.

Provider Management training is available on the DHS Net.

*Reason:* Local offices are now able to enter closure reasons in Bridges.

### **Administrative Review Process**

The DHS-759, Request for Administrative Review of the Denial or Termination of Provider Enrollment, has been revised to direct providers requesting a review to send or take their request for review to the local DHS office, where the provider's denial occurred.



When a request for an administrative review is received in the local office, the following must be faxed to central office.

- All pertinent provider applications.
- Criminal clearance match or matches.
- Any other identifying information related to the provider's denial.
- Cover sheet with the name and telephone number of the person sending the fax.

Fax to CDC in central office at 517-241-8679 or send through ID mail.

*Reason:* To avoid unnecessary time and effort of local office staff faxing information to central office that is not necessary.

## CDC PAYMENTS

### BEM 706

#### Provider Rates

CDC provider hourly rates are no longer based on shelter areas or the provider's charge for care. The department's rate per hour is based on the:

- Type of child care provider.
- Age of the child.
- Training, if the provider is an aide or relative.

*Reason:* Legislative requirement.

#### PIN Resets

Providers and parents who have misplaced or forgotten their PIN can request a PIN reset on the Internet billing system if they have previously completed the Internet security questions.

#### Information, Instructions and Resources

Section has been updated to include new parent and provider publications.

**5) SSI****BEM 150**

The SSI Coordinator fax number is changed to 517-335-6112.

*Reason:* Policy update.

**MANUAL  
MAINTENANCE  
INSTRUCTIONS****Changed Items (content changes) ...**

**BAM 110  
BAM 115  
BAM 130  
BAM 200  
BAM 300  
BAM 430  
BAM 502  
BAM 700  
BAM 705  
BAM 715  
BAM 720  
BAM 725  
BAM 803  
BEM 100  
BEM 145  
BEM 150  
BEM 167  
BEM 218  
BEM 221  
BEM 222  
BEM 225  
BEM 230A  
BEM 245  
BEM 255  
BEM 270  
BEM 271  
BEM 272  
BEM 402  
BEM 500  
BEM 501  
BEM 502  
BEM 503  
BEM 518  
BEM 519  
BEM 546  
BEM 550  
BEM 554  
BEM 615  
BEM 616**

**BEM 630**

**BEM 660**

**BEM 702**

**BEM 703**

**BEM 704**

**BEM 705**

**BEM 706**

**BEM 710**

**BPG GLOSSARY**

**Changed Items (link changes only) ...**

**BAM 210**

**BAM 220**

**BAM 600**

**BEM 111**

**BEM 400**